S850/3
Sub ICT
Paper Three
Practical
2019
2 hrs 30 min

JINJA JOINT EXAMINATIONS BOARD
UGANDA ADVANCED CERTIFICATE OF EDUCATION
SUBSIDIARY ICT
S850/3
PRACTICAL PAPER
2 Hours

INSTRUCTIONS TO CANDIDATES:

a). *You are provided with a folder saved as* **SUPPORT-P3** *where you will find necessary files for the examinations.*

b). *Each candidate is provided with a new* **Compact Disc ROM** *where all the work shall be stored.*

c). *Each candidate has a printer connected to his / her computer.*

d). *Each candidate is provided with blank printing papers of A4 size.*

e). *Attempt only* **three** *questions in this paper.*

f). *Use of self help wizard and templates are not allowed.*

1. Open a file saved as **monitor** and carry out the following instructions.

a.	Copy the work to page 3 of your document.	(01 mark)
b.	Change page margin settings to gutter 1.3 cm.	(01 mark)
c.	Add a top gutter in page 3.	(01 mark)
d.	In page 3, centre the heading.	(01 mark)
e.	Single underline the heading.	(01 mark)
f.	Bold the heading.	(01 mark)
g.	Apply an outline font effect on your heading.	(01 mark)
h.	Change the font size to 30.	(01 mark)
i.	The rest of the work in page 3 should have font size 12.5.	(01 mark)
j.	Change the work to font style Bookman Old Style.	(01 mark)
k.	Convert the work into three columns.	(01 mark)
l.	Drop cap each first letter in each paragraph.	(01 mark)
m.	Change the drop capped character to colour red.	(01 mark)
n.	Insert bottom page numbers in the format (1) for page 1 and (a) for page 3.	
		(01 mark)
o.	In paragraph three, double strike through your work.	(01 mark)
p.	Insert a header of your name in page 3 only.	(01 mark)
q.	Change page 2only to landscape page orientation.	(01 mark)
r.	Apply a text boarder in your heading in page 3.	(01 mark)
s.	Save your work using your name and personal number.	(01 mark)
t.	Print page 1 and 3 only in your document.	(01 mark)

2. Open a file saved as **payment** and carry out the following instructions.

a.	Copy the work to sheet2.	(01 mark)
b.	Rename sheet 1 to ALL, sheet 2 - COMPUTED and sheet 3 CHART	(01 mark)
c.	Using an appropriate function, determine Basic Pay for each worker using wage structure below:	(01 mark)

Department	A	B	C
Amount	1,000,000	500,000	250,000

d.   Using percentages given in the spreadsheet, determine allowances meant for each worker in respect to:

☐ Housing.		(01 mark)
☐ Transport.		(01 mark)
☐ Meals.		(01 mark)

e. Determine gross pay earned by each worker which is obtained as a summation of all the allowance and basic pay.   (01 mark)

f. Using a suitable function, count the number of workers in each department.

(01 mark)

g. In cell D51, determine the total number of workers in the company.   (01 mark)

h. In cell G48 to G50, obtain the values for:

☐ Highest.   (01 mark)

☐ Lowest.   (01 mark)

☐ Modal gross pay.   (01 mark)

i. Using cell range C48 to D50, plot a **pie chart**.   (01 mark)

j. Move your chart to sheet chart.   (01 mark)

k. Add a descriptive title onto your **CHART**.   (01 mark)

l. Insert a footer of your name in sheet 2.   (01 mark)

m. Change all columnar headings to 45^0 (01 mark)

n. Apply a nice looking boarder around your work.   (01 mark)

o. Save your work as payment2016.   (01 mark)

p. Print all your work.   (01 mark)

3. Design a database saved as **dormitories** and carry out the following instructions.   (02 marks)

Table 1: Basic Dormitory information

STUDENTID	STUDENT NAME	DORMITORY	HOUSE FUND	DORMID
DORM/001	Kazibwe Isaac	Nabikamba	✓	001
DORM/020	Mudhobole Isam	Hannington		002
DORM/100	Longido Moses	Coates	✓	003
DORM/200	Lubega Victor	Willis		004
DORM/032	Musonso Ivan	Willis	✓	005
DORM/030	Ikendi Daniel	Coates	✓	006
DORM/123	Mutaka Nathan	Hannington	✓	007

Table 2: Other information

DORMID	STATUS	SECTION
001	O level	Eastern

002	A level	Western
003	O level	Eastern
004	A level	Western
005	O level	Eastern
006	O level	Eastern
007	A level	Eastern

Instructions:

a. Design the two tables and save each using table name given.   (04 marks)
b. Create a one - to - many table relationship.   (02 marks)

c. Using data in the two tables, return a list of students given that
 i. Status is **A level** and section is **Western**. Save the query as **asection**.

(03 marks)
 ii. Tick in table means that house fund was paid. Return a list of students that have cleared house fund and status is O level. Save the query as **fundolevel**.

(03 marks) iii.
      second name begin with letter I. save the query as **letteri**.   (03 marks)
d. Design a report using details in the query saved as asection. Save the work as **section**.   (02 marks)

e. Print all your work.   (01 mark)

4. Load a file saved as **careers day** and carry out the following instructions.

a. Open a master slide and perform the following tasks:

   □ Master title style font size is 38.   (01 mark)
   □ Master title style font colour is red.   (01 mark)
   □ Mater title style animation is bounce upon entrance.   (01 mark)
   □ Master text style is font 28.   (01 mark)
   □ Master text style font name is Veranda.   (01 mark)
   □ Set timing to 10 seconds.   (01 mark)
   □ Adjust slide transition effect to stripe and bar.   (01 mark)
   □ Set background colour to light blue.   (01 mark)

□ Apply effects to above to your presentation. (01 mark)

b. Add your name as a presenter in the first slide. (01 mark)

c. Insert a clip art saved as **careers** between the main heading and your name. (01 mark)

d. Insert a new slide after slide 4. (01 mark)

e. In this slide, create a **pie chart** using information in sheet 4. (01 mark)

f. Add a descriptive title in slide 5. (01 mark)

g. Include a header of your name. (01 mark)

h. Include a footer of your personal number. (01 mark)

i. Add speaker notes in slide 5: **The graph is not to scale**. (01 mark)

j. Print slide 1 to 4 work on one single A4 paper size. (01 mark)

k. Print work in slide 5 as a notes page. (01 mark)

l. Save your work as careers2016. (01 mark)

5. Open a file saved as **layout** and carry out the following instructions.

a. Import work from a document saved as **layout.doc.** (01 mark)

b. Adjust page orientation to landscape. (01 mark)

c. Make sure that your paper size is A4. (01 mark)

d. Change measurement units to centimetres. (01 mark)

e. Change the text box given to you in the dimensions of 12cm width and 17 cm height. (01 mark)

f. Let this text box sit on the left, top and bottom blue boundary (margin indicator). (01 mark)

g. Create one blank text box with dimensions 12 cm width and 17 cm height on the right hand side of the publication page. (01 mark)

h. Create a **text box link** that part of the text spills over to text box 2 you have just inserted. (01 mark)

i. You must leave 1.6 cm width of space between the two text boxes. (01 mark)

j. Insert layout grid both horizontal and vertical in your work. (01 mark)

k. Change font size for all the work to 12.5. (01 mark)

l. Insert a **picture** saved as chair at the bottom of text box 1. (01 mark)

m. Activate a tight text wrap feature on the picture. (01 mark)

n. Change font colour of the heading to green. (01 mark)

o. Insert a header of your name. (01 mark)

p. Insert page number in the footer section well centred. (01 mark)

q. Add a 30% tint of accent 2 of any colour in the publication. (01 mark)

r. Change line spacing to 1.25sp in text box 2. (01 mark)

s. Save your work as your name and personal number. (01 mark)

t. Print a copy of this work. (01 mark)

End